

**CODE ENFORCEMENT OFFICE**

645A Pine St, PO Box 849

Burlington, VT 05402-0849

VOICE (802) 863-0442**FAX: (802) 652-4221****VACANT BUILDING PERMIT APPLICATION**

Date _____

Instructions: Please complete in ink. The completed application must be signed and submitted to our office within 10 days of receipt.

I. Identification**Building Address:** _____**Owner Name:** _____

Mailing Address: _____ Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Co-Owner Name: _____

Mailing Address: _____ Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Registered Agent for Service of Process: _____

Address/City/State/Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Contractor _____

Street Address/City/State/Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

Additional Contact Person _____

Street Address/City/State/Zip _____

Phone (home) _____ (work/cell) _____ (e-mail) _____

II. Main Use of Building (*i.e., Single-family home, office, residential, parking, restaurant, etc.*)

Most recent use: _____ No. of dwelling units: _____

Proposed use: _____ No. of dwelling units: _____

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.
An Equal Opportunity Employer

III. Statement of Intent

Details of Vacancy

Date of vacancy: _____

Approximate date of expected re-occupancy (end of vacancy): _____

Goals for the property (sell, rehab and sell, rehab and inhabit, demolition, etc.):

Maintenance Plan – In the space provided for each section below, please indicate how you intend to ensure compliance with each of the following throughout the next three (3) months of the property's vacancy.

Building Openings: Doors, windows, areaways and other openings must be weather-tight and secured against entry by birds, vermin, and trespassers (note: missing or broken doors, windows, and other such openings must be covered by glass or other rigid transparent materials):

Roofs: The roof and flashings must not admit moisture or have defects the might admit moisture:

Drainage: The storm drainage system must be functional and installed in an approved manner:

Building Structure: The building must be maintained in good repair, structurally sound and free from debris, rubbish, and garbage. The building must not pose a threat to public health and safety:

Structural Members: The structural members must be free of deterioration and capable of safely bearing imposed dead and live loads:

Foundation Walls: The foundation walls must be maintained structurally sound and in sanitary condition. The foundation must be free from cracks, breaks, and leaks. The foundation must also be capable of supporting necessary loads, and must be animal and rat-proof:

Exterior Walls: The exterior walls must be free of holes, breaks, and loose or rotting materials. Exposed metal, wood, or other surfaces must be protected from the elements and against decay or rust:

Decorative Features: All decorative features must be kept in good repair and maintained in a safe and anchored condition. Exposed metal, wood, or other surfaces must be protected from the elements and against decay or rust:

Overhanging Extensions: All balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar features must be kept in good repair and maintained in a safe, anchored condition. Exposed metal, wood, or other surfaces must be protected from the elements and against decay or rust:

Chimneys and Towers: Chimneys, cooling towers, smokestacks, and similar appurtenances must be maintained structurally safe and in good repair. Exposed metal, wood, or other surfaces must be protected from the elements and against decay or rust:

Walkways: Walkways must be maintained safe for pedestrian travel:

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.
An Equal Opportunity Employer

Accessory and Appurtenant Structures: Accessory and appurtenant structures such as garages, sheds, and fences must be maintained free from safety, health, and fire hazards and must comply with all applicable vacant building maintenance standards:

Premises: The premises upon which the structure or building is located must be kept clean, safe, and sanitary. The premises must be kept free from waste, rubbish, debris, and excessive vegetation:

Authorized Persons - Please list all persons authorized to be present on the premises below and on the attached Trespass Notice. In addition, please sign the attached Trespass Notice, authorizing the arrest for trespass of individuals not on the list (attach additional sheets if necessary):

***Note: Completion and submission of the attached notice of trespass form is required.**

IV. Fee

Please attach \$500.00 fee with application.

FEE WAIVER INFORMATION:

Pursuant to § 8-47(f), this fee is waived upon a showing that:

1) the building is being actively marketed for sale and is being maintained pursuant to maintenance standards *(This waiver is limited to a 24 month maximum.)*

or

(2) the building is in need of substantial rehabilitation to comply with vacant building ordinance obligations and the owner submits

(A) a statement of intent,

(B) scope of work to meet applicable building and housing standards and vacant building obligations and standards,

(C) a reasonable schedule for the completion of the work approved by the director, and

(D) has secured all necessary building and zoning permits for this work

(This waiver is limited to the initial permit application and subsequent periods if the improvements set forth in the scope of work are being made according to the schedule of work or the owner proves that the schedule of work will be completed in a reasonable amount of time.)

or

(3) the property owner has secured all duly required demolition permits. *(This waiver is limited to period that the demolition permits are effective.)*

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.
An Equal Opportunity Employer

TO APPLY FOR THE FEE WAIVER, *all applicable fields* must be completed and sufficient evidence must be provided. Incomplete requests will not be considered.

A. Marketing for Sale

To apply for a fee waiver based on active marketing of the property, please provide the following information (attach additional sheets where appropriate):

- proof of advertising for the sale of the building
- evidence that the building is available to be shown to prospective buyers
- the asking price for the property
- plan for continued marketing

B. Rehabilitation

To apply for the fee waiver based on rehabilitation of the property, please provide the following information (Note: this will require that you attach additional sheets):

- the assessed value of the building
- the estimated cost of rehabilitation to meet vacant building standards
- a scope of work
- a schedule for the completion of the rehabilitation work
- the building and zoning permit numbers for rehabilitation work

C. Demolition

To apply for a fee waiver based on planned demolition, please list the demolition building permit and zoning permit you have secured. Please state the permit number, date of permit, permit expiration date, and any conditions attached to said permits (attach additional sheets if necessary).

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.
An Equal Opportunity Employer

V. Variances

Owners may appeal orders or seek a variance from the provisions of Article III: Abatement and Rehabilitation of Vacant Buildings and Dangerous Structures. Appeals or variance requests should be made to the Public Works Commission. If you are seeking a variance, you may contact the Department of Public Works Customer Service at (802) 863-9094 for submission information. Appeals should state why the owner is appealing. Variance requests should state the circumstances or conditions that make strict compliance unusually difficult, unduly expensive, or would create an undue hardship and the relief requested.

VI. Applicant Signature

Please sign the certification below:

I/We, _____, do hereby swear and certify that the information provided in this application is true and accurate to the best of my knowledge.

Owner/Agent Signature

Date

Information available in alternative media forms for people with disabilities.
For disability access information call (802) 865-7121 or (802) 863-0450 TTY.
An Equal Opportunity Employer